

HEADQUARTERS US AIR FORCE

AFR 26-1 VOL II

WASHINGTON DC 20330

MANPOWER

MANPOWER POLICIES AND PROCEDURES

PROGRAMMING USAF MANPOWER

AFR 26-1, Volume II, 19 November 1980 is changed as follows:

1. Change Index page as follows:

CHAPTER 3 - INDIVIDUAL MOBILIZATION

AUGMENTEE AUTHORIZATIONS

	PARA	PAGE
GENERAL INFORMATION	3-1	3-1
POLICIES	3-2	
PROCEDURES	3-3	
WARTIME AUGMENTATION	3-4	
REQUIREMENTS EXTERNAL TO		
THE AIR FORCE		
ASSISTANCE IN SUPPORT OF	3-5	
NATIONAL SECURITY REQUIREMENTS		
OR ADMINISTRATIVE MANAGEMENT		
AND TRAINING OF RESERVE		
MEMBERS		
REPORTING INSTRUCTIONS	3-6	

2. Page Insert Changes:

Remove	Insert
3-1 thru 3-3	3-1 thru

## 3. Write-in Changes:

<u>PAGE</u>	<u>PARAGRAPH</u>	<u>LINE</u>	<u>ACTION</u>
1-1	1-1b(3)	1	Change "many" to "may"
1-2	1-3b(1)	1&2	Change "Military" to Manpower and "
1-3	1-4a(3)(c)	1	Change "analysis" to "analyses"
2-1	2-1	2	Change "Assoicated" to "Associate"
2-2	2-5b	7	Delete "either SSgt or"
4-1	4-1	5	Change "section" to "station"
4-2	4-7g	1	Change "PSC" to "PCS"
6-1	6-3b(3)	1	Change "data" to "date"
6-1	6-3b(4)	2	Change "AFM" to "AFR"

FOR THE COMMANDER

Van L. Crawford, Colonel, USAF

Director of Administration

Supersedes Basic, 19 Nov 1980

Distribution: F

INDIVIDUAL MOBILIZATION AUGMENTATEE AUTHORIZATIONS

3-1. General Information:

a. This chapter defines Individual Mobilization Augmentee (IMA) authorizations and states the policy and procedures for determining such authorizations. The effect of manpower authorizations on logistics, personnel, and fiscal planning dictates that these authorizations receive complete and objective review at all echelons. All IMA authorizations will be reviewed annually as part of the Wartime Manpower Planning Exercise (MANREQ).

b. IMA authorizations are military manpower requirements identified by individual skill on a selective basis to meet immediate needs of contingency and wartime/emergency plans. IMAs are Selected Reserve members of the Ready Reserve of the United States Air Force Reserve (USAFR) assigned to active Air Force units against valid wartime requirements. The Air National Guard has no IMA authorizations.

c. MAJCOMs and SOAs with IMA authorizations and limited training capability may develop agreements with other MAJCOMs and SOAs in order to effect mobilization readiness training.

3-2. Policies Governing IMA Authorizations:

a. Justify each IMA authorization solely on the basis of a requirement to support war or contingency plans for which active force resources are insufficient to meet immediate augmentation needs (within 24 hours plus travel). (Exception: See para 3-5).

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Approved authorizations will be staff sergeant (E-5) or higher, except for those authorizations approved in support of joint mobilization augmentation documents (Part III of Joint Manpower Programs).

g. Workload requirements during the initial 30 days of any contingency will be based on 309 man-hours per month. The sustained wartime work-month man-hour availability of 242 hours (outlined in Vol. III, Chapter 1) will be used with measured and projected wartime work loads to compute wartime manpower requirements. Also, manpower made available by the planned wartime reduction or elimination of peacetime-only work load will be reapplied to satisfy wartime requirements before requesting IMA authorizations.

h. Air Force component commands in overseas theaters should state unified command OPLAN augmentation requirements in Time-Phased Force and Deployment Lists (TPFDLs), using the Manpower Force Packaging System (MANFOR). AFR 28-3 provides direction and guidance for using MANFOR in the statement of required augmentation forces. IMA authorizations for overseas commands are discouraged and will be validated only when the requirement is stated in approved TPFDLs.

i. HQ USAF/MPM will allocate specific grades by authorization to the MAJCOMs and SOAs through the Manpower Allocation Report, RCS: HAF-MPM(AR) 7112. Grade authorizations for IMA positions identified in the Manpower Authorization Transaction Report, Part "A," RCS: HAF-MPM(AR) 7102 will not exceed the overall grades approved in the Manpower Authorization Transaction Register.

b. Develop requests for IMA authorizations under paragraphs 3-3, 3-4, and 3-5 of this chapter.

c. Do not base IMA authorizations on:

- (1) Peacetime tasks and missions.
- (2) Peacetime manning shortages.
- (3) Operational attrition on or after D-Day.
- (4) Replacement of military personnel projected to be unavailable for duty on any given D-Day (leave, hospitalization, Professional Military Education (PME), etc).
- (5) Replacement of civilian employees who are Ready Reservists of the military services.
- (6) Activities solely in support of survival, recovery, and reconstitution of an Air Force organization.

d. The General Officer Manning and Position Review Board validates IMA authorizations for general officers. If approved, positions are forwarded to the Director of Manpower and Organization (HQ USAF/MPM) for inclusion in the appropriate Manpower Allocation Report.

e. The Judge Advocate General, Surgeon General, and Chief of Chaplains will develop their individual functional requirements. The Director of Manpower and Organization (HQ USAF/MPM) will validate these requirements and allocate them to HQ ARPC. Each functional manager will insure each wartime gaining MAJCOM and SOA knows the specific number of IMA authorizations that will belong to them upon mobilization. Each MAJCOM and SOA must document these requirements in their annual MANREQ Exercise.

## 3-3. Procedure For Determining IMA Authorizations:

a. Base IMA authorizations on the need for wartime augmentation directly related to wartime/emergency requirements and other wartime manpower tasking that requires an immediate response. Each MAJCOM and SOA will determine total wartime manpower requirements annually according to the guidance for the Wartime Manpower Planning Exercise (MANREQ) issued by HQ USAF/MPM and for Support Force Sizing (FORSIZE) issued by HQ USAF/XOX. Based on the guidance provided, MAJCOMs and SOAs will determine their capability to meet the established requirements using the resources of assigned active units and Reserve Force units gained through mobilization. Any deficit between peacetime and wartime requirements will form the basis for substantiating an IMA authorization request in the MANREQ Phase III Report.

b. Use the following procedures to determine the requirement for an IMA authorization:

(1) Identify the specific wartime/emergency plan which states the requirement for augmentation, and document the requirement and factors bearing on the manpower determination procedure. (Exception: see para 3-5)

(2) Apply approved manpower standards and guides to compute total monthly manpower requirements by function, grade, and AFSC to perform wartime missions identified in paragraph 3-3b(1). Use both surge and sustained wartime man-hour availability in the computations. Quantify the projected wartime work loads to be supported using the most current wartime planning guidance.

(3) Subtract applicable active and Reserve Force unit

authorizations from wartime requirements derived in 3-3b(2) to obtain total unfilled requirements. IMA authorizations may be developed against this unfilled requirement if the requirement occurs on M-Day for a "full" or "total" mobilization and the overall MAJCOM or SOA's MANREQ Phase II report does not show untasked authorizations in the requested skill (AFSC). Requirements for general officers and authorizations external to the Air Force are exceptions to this procedure. They will be determined by the responsible agency.

c. Identify individual wartime skill shortages in the MANREQ (Phase II). Establish IMA authorizations when no other alternatives have been found to satisfy immediate wartime manpower augmentation requirements.

d. IMA authorizations found to be excess to immediate wartime requirements will be deleted within 12 months or when a position is vacated, whichever occurs first. Validated requirements without IMAs assigned will be filled from other sources upon mobilization (e.g., untasked active duty, IRR, Reserve or retired individuals).

e. Any change in an existing IMA authorization in organization, grade, or AFSC constitutes a change of requirement. Therefore, the existing authorization will be deleted and a request for a new IMA authorization justified and requested through HQ USAF/MPMX as part of the annual MANREQ Exercise (Phase III). Out-of-cycle changes will not normally be made except in circumstances that would seriously affect the prosecution of the war or national security.

f. Use the following justification format when submitting a new IMA request:

- (1) Identify specific organization to be augmented.

(2) Identify program element code (PEC) for each added position.  
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(3) Identify number, grade and AFSC of added positions.

(a) Number of current active-duty authorizations in work center (military and civilian) by grade and AFSC.

(b) Number of current IMA authorizations in work center by grade and AFSC.

(4) Identify an appropriate training and pay category and program element code (PEC) for each added position.

(5) Identify the specific wartime or emergency plan which states the requirement for augmentation. Document the requirement and factors bearing on the manpower determination procedure.

(a) Specify if the requirement is not stated in a specific wartime or emergency plan but is required for national security per paragraph 3-5a and b.

(b) Develop work load data according to paragraphs 3-2g and 3-3b(2)(3).

(c) Explain why IMAs are considered the most mission-effective resource to meet the requirement.

(d) Explain why the requirement is military essential.

(e) Justify why the position should not be reimbursable.

This applies only to requests originating in federal agencies outside of the DOD unless the provision for such resources is a statutory responsibility of DOD.

(6) Attach an AF Form 271 summarizing the current MAJCOM or SOA IMA program plus new totals based on this request. An example is in attachment A1-2.



a. Wartime manpower augmentation requirements for agencies external to the Air Force, such as joint or unified commands, international organizations, other DOD services and agencies, and other government agencies, will be considered with all CONUS wartime augmentation requirements and processed in the same manner. Both internal and external USAF augmentation requirements will be tasked to appropriate commands. Commands tasked for support of external augmentation requirements in joint augmentation documents (Part III of Joint Manpower Programs) will annually evaluate their ability to support these requirements from allocated active and Reserve Forces unit resources not required for deployment, CONUS training, systems development, or logistic support for the national strategy. External requirements that exceed tasked command's available resources may be justification for the allocation of IMA authorizations under the procedures in paragraphs 3-3b and c.

b. MAJCOMs and SOAs will assist HQ USAF/MPM by providing information related to validation of IMA requirements at commands and agencies outside of the Air Force.

3-5. Assistance in Support of National Security Requirements or Administrative Management and Training of Reserve Members:

a. IMA authorizations may be justified on the Air Staff or in organizations above wing level to support national security requirements when a military-essential wartime requirement cannot be filled from active force resources.

b. For the purpose of 310.10, IMA  
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"national security" includes those requirements directly related to the war effort but not covered in any specific war or contingency plan. An example would be Air Force augmentation of external DOD or federal agencies or CONUS-sustaining requirements not addressed in an OPLAN but vital to war-fighting efforts.

c. IMA authorizations may be partially justified to assist in the administrative management and training of USAFR personnel participating in the IMA program when it can be demonstrated that:

- (1) the use of Reservists is economical, and
- (2) an IMA will exercise the leadership and supervisory skills normally required for a person in that position and associated rank, and

(3) it would not degrade proficiency in their primary wartime responsibilities.

d. Administrative management will not be the sole justification for an IMA authorization, but may be an additional duty of senior IMA positions that have a valid primary wartime tasking. Active-duty personnel in MAJCOMs and SOAs retain prime responsibility for operation and management of IMA programs.

### 3-6. Reporting Instructions:

a. Instructions in chapter 7 of this regulation and AFM 26-749 will be used for creating and maintaining command manpower data system (CMDS) unit authorization files for IMAs and reporting in the HAF-MPM(AR)7102 report, file part c.

b. Source of data elements for identifying IMA authorizations in CMDS files is AFM 300-4, Volume 1, ADE-AI-780. Code 3 is used to

identify IMA authorizations within the Air Force. Codes 4, 5, 6, 7, 8, and 9 identify IMA authorizations for organizations outside of the Air Force such as joint or unified commands, international organizations, Joint Chiefs of Staff (JCS) activities or functions, and activities identified by HQ USAF/MPM which are outside the DOD.

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